

Match Guidelines

General

The Alaska Department of Fish and Game Partner Program is intended to combine the resources and expertise of a variety of agencies and organizations to fill information gaps, and meet the conservation needs of nongame wildlife in Alaska.

The Partner Program is a reimbursable costs program (not a grant program), which *requires* a minimum of 25% non-federal match funds for every project. In other words, one non-federal match dollar must be spent for every three dollars being reimbursed by ADF&G with federal State Wildlife Grant program funding. Projects that can provide higher rates of match are preferred. Match amounts and sources must be accepted by ADF&G *before* the contract process will be initiated.

Match Type

In general, match can be cash or in-kind.

Projects with cash match are preferred. Organizations will be required to certify that the cash match is non-federal in origin, and has not been used as match on any other project. Examples of appropriate cash match include: funds from non-federal sources contributing directly to project costs, and university salary from non-federal sources.

Examples of appropriate in-kind match include volunteer time or donated time, which must be documented with an appropriate time keeping system showing dates, times, total number of hours worked, signatures of each volunteer or donor, and signatures of the attesting project manager or supervisor. Projects that rely heavily on volunteer time to meet the 25 % match requirement may be required to provide additional documentation showing consistent use of volunteers by their organizations, or a higher rate of match. The hourly value for volunteer/donated labor must be derived from the prevailing rate for similar services in the marketplace for the work level required in the project.

Donated services that contribute directly to the project could be included as match if they derive from a non-federal source, and adequate documentation of value and duration can be provided.

Supplies on-hand, GIS software, office space, and administrative overhead can not be used as in-kind match. Capitol equipment owned by the organization and originally purchased with non-federal funds may be eligible as in-kind match. The equipment must be essential to completion of the project, and documentation will be required to ascertain a value for the use of owned equipment versus renting the equipment.

Prior to the submission of a proposal, which will be requested by the department after reviewing all project ideas submitted through the 2005 Call for Ideas, the use of in-kind match *must* be approved by the department.

Ideally, each billing invoice submitted to ADF&G will be able to show that 25% of the project costs for that period were covered by non-federal matching funds. (For example, if Surveys R Us

submits an invoice for \$13,333 worth of expenditures toward the project, they will receive a \$10,000 payment from ADF&G.) Appropriate match documentation also must be submitted with each invoice.

Match Calculations

Total Project Match Needed

= Amount Requested from ADF&G Partner Program (direct and indirect) X 1/3